

# Procurement Tools



# Introduction

- We will be offering a variety of tools, including templates, samples and websites
- Official templates and forms can be found on [VendorNet](#)
- Most sample documents (and all other conference materials) are available electronically on the [conference website](#)



# Overview

## Agenda & Reference Guide



Official



Samples



Websites



Official Templates & Forms



Samples & Reference Materials



Websites

# Overview

## Updated Templates & Forms



## Amended Templates & Forms

Available on [VendorNet's Forms Library](#):

- Procurement Plans (DOA-3720)
- CBA Project Summary (DOA-3821a)
- CBA Project Financials (DOA-3821b)
- CBA Project Instructions (DOA-3821i)
- Standard Terms & Conditions RFB/RFP (DOA-3054)
- Standard Terms & Conditions (PO) (DOA-3054a)
- Bidder Required Form (DOA-3832)
- RFP Evaluation Committee Checklist (DOA-3721)

# Overview

## Updated Templates & Forms



## Amended Templates & Forms

Available on [VendorNet's Forms Library](#):

- Contract Amendment Template (DOA-3051)
- Affirmative Action Plan Review Guide (DOA-3724)
- RFB Template\*

*\*Also available on STAR Strategic Sourcing module*

Available on STAR Strategic Sourcing Module:

- RFP Template

# Overview

## New and Updated Templates & Forms



## New Templates & Forms

Available on [VendorNet's Forms Library](#):

- Collective Purchasing (DOA-3044)
- Evaluation Committee Report Instructions (DOA-3835i)
- SPM Recordkeeping Checklist (DOA-3840)
- Assorted new vehicle forms

# Update Supplier Forms Have Moved



- Supplier Forms used to be publicly available on the State Controller's Office website but have been moved to help prevent fraud
- They are now available on STAR "My Support Requests" Forms Library
- **Supplier Forms include:**
  - Change Direct Deposit (DOA-6456)
  - Supplier Address Change (DOA-6457)
  - Change of Supplier Name (DOA-6458)
  - Supplier Tax Number Change (DOA-6459)
  - New Supplier Information (DOA-6460)

*Individuals without access to STAR or "My Support Requests" will need to contact their agency's requestor*

# Overview

## Samples & Reference Materials



## Samples & Reference Materials

### ***New!***

- New and Updated RFI Samples with IT Focus
- Draft Solicitation Cover Letter Template
- Visual Guide for Collaborative Contracting
- Visual Guide for Non-Procurement Transactions

# Updated Procurement Manual & New Website



## State Procurement Manual (SPM)

<https://doa.wi.gov/ProcurementManual>

- New organizational format and naming convention
- SPM website-specific search function built into the new website
  - [SPM Policy Reference Crosswalk](#) available to help you quickly reference specific sections of the “legacy” SPM with the new SPM
- Additional resources available on the SPM website, including examples, templates, supporting documents – find them within the relevant policy section!

# Search Procurement Manual



100-Series:  
Introduction & Procurement  
Fundamentals



200-Series:  
Planning & Procurement  
Strategy



300-Series:  
Competitive Solicitations



400-Series:  
Contract Administration &  
Transactions



500-Series:  
Exceptions, Waivers & Special  
Handling



600-Series:  
Administrative Policy

Procurement Information Memoranda (PIMs)



State Agency Purchasing Directory



Other Resources



Revision History



Websites

# 200-Series: Planning and Procurement Strategy

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This section of the Manual covers the various methods of obtaining pre-solicitation approvals and the tools available to agencies to properly plan for procurement activities.

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[PRO-201](#) Procurement Plans

[PRO-202](#) Specifications and Standards

[PRO-203](#) Standards and Specification Development Committees

[PRO-204](#) Contractual Services Procurement

[PRO-205](#) Cost Benefit Analysis (CBA), Continued Appropriateness and Justification of Need for Services

[PRO-206](#) Length of Contracts

[PRO-207](#) Request for Information and Other Pre-Sourcing Methods

[PRO-208](#) Life Cycle Costing

[PRO-209](#) Sustainability in Procurement

[PRO-210](#) Request for Purchasing Authority (RPA) Policy and Procedure



# PRO-207 Request for Information and Other Pre-Sourcing Methods



Section	Title	Effective	Replaces
PLANNING AND PROCUREMENT STRATEGY	REQUEST FOR INFORMATION AND OTHER PRE-SOURCING METHODS	9/16/19	PRO-C-22 (6-19-03)

## SCOPE:

The purpose of this policy is to establish the request for information process and other comparable pre-sourcing methods used by state agencies to obtain preliminary information for a potential procurement.

## POLICY:

Agencies may use various methods to obtain information from potential suppliers to aid in the development of a solicitation. A request for information (RFI) or comparable methods are used to obtain information only and cannot be used as a substitute for the competitive process.

RFIs and other similar tools should be clearly marked as such and state that it cannot be used to indicate a commitment.

Forms and templates used to manage the request for information should include cost estimates. These estimates may not be used later in the procurement process.

Documents related to RFIs and other pre-sourcing methods include PRO-105, Procurement Record Retention and Access.

*Click below for full policy document:*

[PRO-207 Request for Information and Other Pre-Sourcing Methods](#)

*Additional Reference Materials:*

[Sample IT RFI](#)

[Sample Non-IT RFI \(Narrative\)](#)

[Sample Non-IT RFI \(Cost\)](#)

[Sample Draft RFP for Comment Cover Letter](#)

*Click below for full policy document:*

[PRO-207 Request for Information and Other Pre-Sourcing Methods](#)

*Additional Reference Materials:*

[Sample IT RFI](#)

[Sample Non-IT RFI \(Narrative\)](#)

[Sample Non-IT RFI \(Cost\)](#)

[Sample Draft RFP for Comment Cover Letter](#)

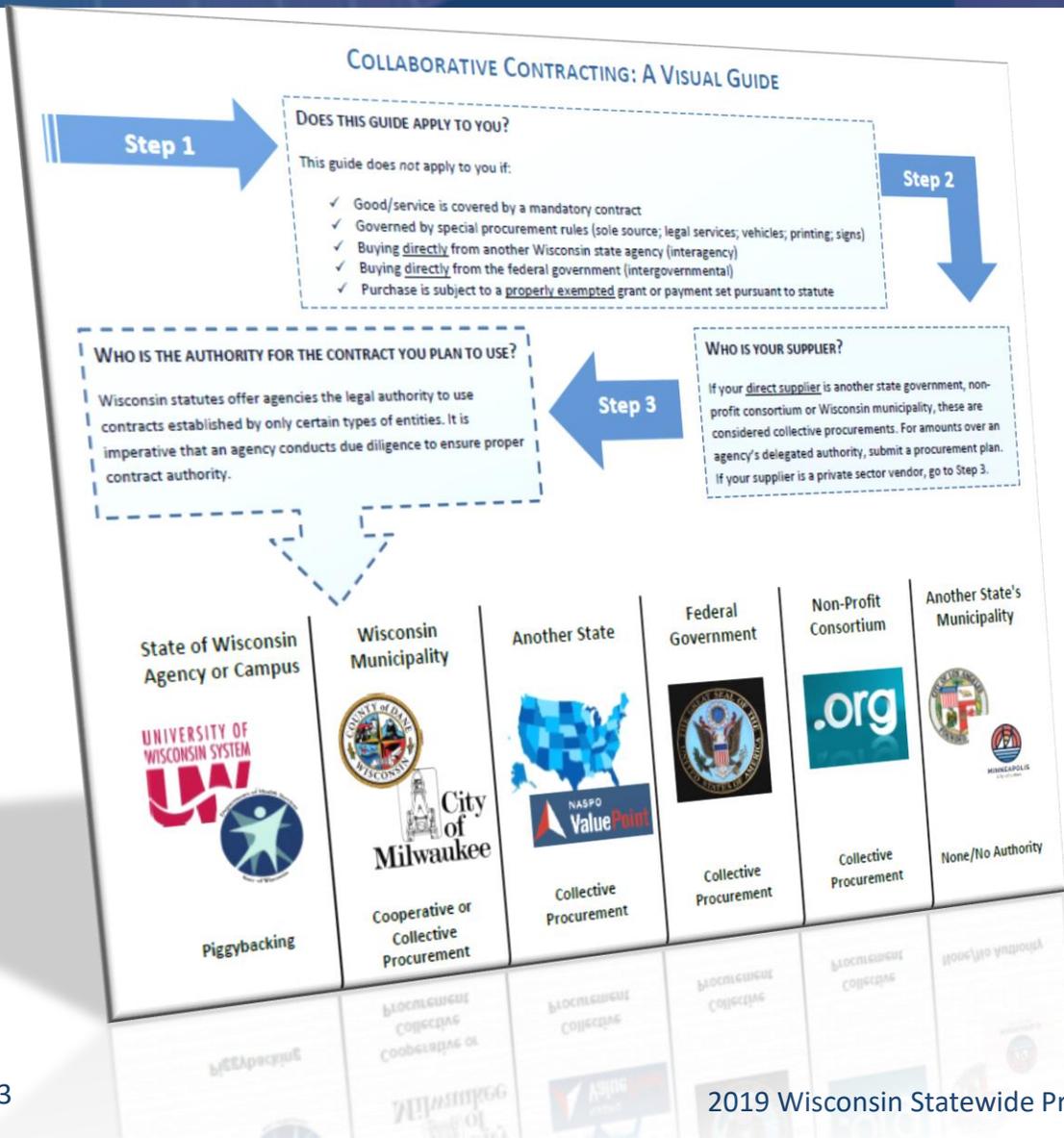
# Collaborative Contracting Visual Guide



Official



Samples



- *Collaborative Contracting* and *Collective Purchasing* are new terms explained in [PRO-502](#)
- A new Visual Guide for Collaborative Contracting is provided to help identify when a purchase fits this category and its various subcategories
- Collective Purchasing is a subcategory of Collaborative Contracting which may require the use of form DOA-3044  
[DOA-3044 Collective Purchasing Request Collaborative Contracting Visual Guide](#)



# Non-Procurement Transactions Visual Guide



- Grants and Other Non-Procurement Transactions are covered in [PRO-504](#)
- A new Visual Guide is provided to help identify when a purchase may not allow for use of competitive processes

## [Grants and Non-Procurement Transactions Visual Guide](#)

**GRANTS AND NON-PROCUREMENT TRANSACTIONS: A VISUAL GUIDE**

Some purchases, either based on their nature, who they are with, or who they benefit, may be exempt from procurement rules. Before using this guide, first determine if it applies to you. This guide does not apply to you if:

- ✓ Good/service is covered by a mandatory contract
- ✓ Governed by special procurement rules (waivers (sole source or general); legal services; vehicles; printing)
- ✓ Your purchasing situation is not covered by the transaction types covered in this guide

<p>My supplier is a state agency</p>  <p><b>Interagency</b></p> <p>Spend with another State of Wisconsin agency, where they are your direct supplier, is not considered a procurement transaction. The notable exception to this is spend on signage from the Department of Corrections. All sign purchasing, even if the supplier is DOC, must be competitively bid if valued over \$3,500.</p> <p><b>Approval needed by State Bureau of Procurement?</b> None</p>	<p>My supplier is the federal government</p>  <p><b>Intergovernmental</b></p> <p>With the notable exception of printing, payments made to the federal government for goods or services are not considered procurement transactions. They qualify as intergovernmental transactions under the authority of §16.75(6)(a), Wis. Stats.</p> <p><b>Approval needed by State Bureau of Procurement?</b> None</p>	<p>My supplier is a utility company</p>  <p><b>Utilities</b></p> <p>Payment for utility services can be made to only one source, which is the only source as a result of a regulated or natural monopoly.</p> <p>Telecom services are typically not able to be classified as utility payments because there is a competitive market.</p> <p><b>Approval needed by State Bureau of Procurement?</b> None</p>
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**My agency received grant funds**



**Grants**

Receiving grant funds **does not** automatically exempt the expenditure of those funds from procurement rules or a competitive process. There are conditions that must be met for grant spending to be considered exempt from procurement rules.

Who is the beneficiary or "user"?

If the agency itself is getting value from the good or service purchased with the grant funds, it is not eligible for exemption. Grants are transfers of things of value to recipients to carry out a public purpose of support or stimulation.

What is the selection process?

Many grants, particularly federal, will require the agency to follow their applicable or "local" procurement code to competitively select the recipients of the pass-through grant funding. Even if the grant is exempted by the Bureau from Ch. 16 processes, agencies still need to follow a competitive selection process unless the federal grant announces a specific entity or organization.

**Approval needed by State Bureau of Procurement?**  
Yes. See PRO-504, Grants and Other Non-Procurement Transactions

**My agency is making a payment set by state statute**



**Payment Pursuant to Statute**

If a payment needs to be made because state statute specifically permits only that provider to receive the funds, and the rate of reimbursement is set by state statute, it is considered a non-procurement transaction. However, it must be exempted first.

**Approval needed by State Bureau of Procurement?**  
Yes. See PRO-504, Grants and Other Non-Procurement Transactions



# Updated Procurement Plan Form



- New questions in Section 2 on piggybacking and contract extensions
- New Section 3 for high-risk IT procurements, as defined in [PRO-508](#)

Section 3: High Risk IT Contract (Agencies Only; N/A for UW Campuses)		
As required by §16.973(10), Wis. Stats, high risk IT contracts must include certain contractual terms and controls. Further, state agencies must ensure that software or cloud-based terms and conditions are reviewed and, if necessary, negotiated, with the same level of diligence employed with other state contract terms and conditions. Please complete Section 3 for high risk IT purchases and include a technical contact that can be reached for questions related to your agency's request.		
Agency Technical Contact Name: [REDACTED]	Phone Number: [REDACTED]	E-Mail Address: [REDACTED]
<input type="checkbox"/> My agency has reviewed PRO-508, Information Technology (IT) and Telecommunications Procurements and will adhere to all required policy and procedure contained therein.		

[DOA-3720 Procurement Plans](#)



# Updated CBA Forms, Justification of Need



## Available on [VendorNet Forms](#) Page:

- All three CBA forms have been updated:
  - CBA Project Summary ([DOA-3821a](#)) is now ALSO the Justification of Need form
  - CBA Project Financials ([DOA-3821b](#)) has additional fields and formulas added to allow you to itemize position, project, and overhead costs where applicable on Contracts
  - CBA Project Instructions ([DOA-3821i](#)) has been updated to reflect the changes in the other two forms

# Updated Bidder Required Form



## Available on [VendorNet Forms](#) Page:

- The Bidder Required Form ([DOA-3832](#)) is a great tool that simplifies the information gathering process for the bidder
  - Care was taken to try to ensure bidders only had to enter information once – saves time, helps ensure consistency
- Awarded bidder information to utilize for contract contact information

# RFI Samples and Draft Solicitation Cover Letter



- SBOP has made great use of RFI and Posting of Draft solicitations, particularly for complex IT solicitations
- We want to make sure that agencies know they have this option and to learn from our experiences
- Samples are available on the SPM website, under [PRO-207's](#) Additional Reference Materials section including:
  - [Sample IT RFI](#)
  - [Sample Non-IT RFI](#)
  - [Sample Draft RFP for Comment Cover Letter](#)

# Updated Standard Terms & Conditions



- Standard Terms & Conditions have been updated to include anti-discrimination language required by 2019 Executive Order #1
  - Has been approved by Legal
  - Updated in [DOA-3054](#) and [DOA-3054A](#) (PO)
  - Most current versions are always available on [VendorNet Forms](#) page

**19.5** Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

# Updated Evaluation Committee Forms



## Available on [VendorNet Forms](#) Page:

- [DOA-3721](#): RFP Evaluation Committee Checklist
- [DOA-3835](#): Evaluation Committee Report
- [DOA-3835i](#): Evaluation Committee Report Instructions
- Coming Soon, DOA-3780: Ethics Guidelines for RFPs (AKA Assurance of Compliance) will be updated for use by SMEs, presentation observers and other non-scoring participants in RFP evaluation.

# New Recordkeeping Checklist



- [DOA-3840](#) is a single, easy-to-use page
- Provides specific requirements for Best Judgement, Simplified Bid, RFI, RFB and RFP
- A comprehensive list – not all items will be applicable to all procurements

# Contract Award & Renewal Websites



**Validate the vendors' eligibility before awarding a new contract/renewing an existing contract:**

- [Wisconsin Supplier Diversity](#) to determine if a vendor qualifies for MBE or DVB Price Preference
- [Federal Debarment](#) to determine whether the vendor is federally debarred
- [Contract Compliance List](#) to determine if the vendor is compliant with Affirmative Action requirements
- [Certification for Collection of Sales and Use Tax List](#) to determine if the vendor is INELIGIBLE due to failure to comply with DOR Sales and Use Tax requirements

# Helpful Websites



## Other helpful websites:

- **SBOP**
  - Links to SPM, PIMs, templates, samples
- **VendorNet**
  - View enterprise and piggyback-available contracts, get all the latest forms, search for solicitations
- **eSupplier**
  - View other active solicitations, understand what your vendors see, contact STAR for technical support, [eSupplier Bidder FAQ Guide](#)

# New Vehicle Forms



## Forms Available on [VendorNet Forms](#) Page:

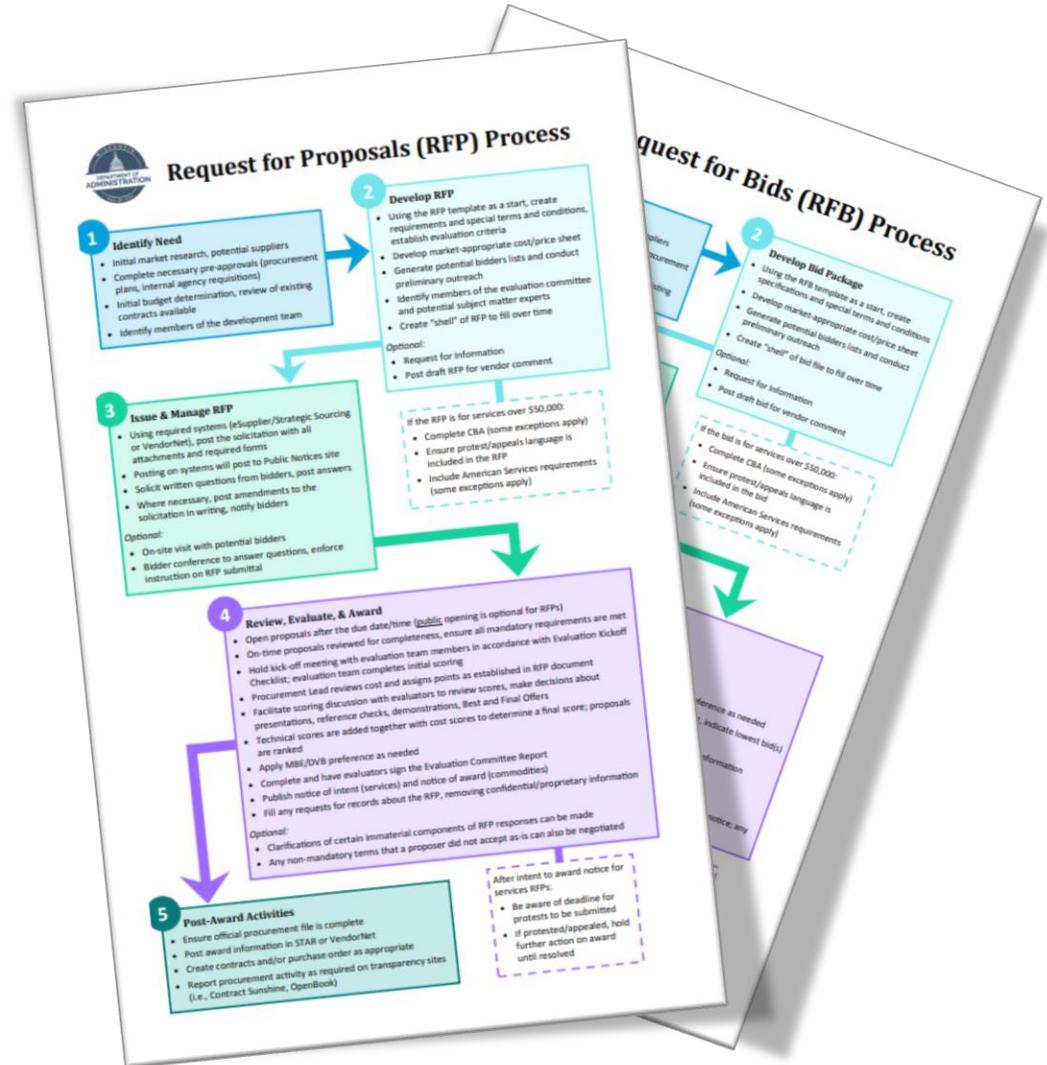
- [Vehicle Request Process Map](#) (*not available on VendorNet*)
- [DOA-3850a](#): Vehicle Lease Request
- [DOA-3850b](#): Vehicle Lease Cost Analysis
- [DOA-3851a](#): Vehicle Extended Rental Request
- [DOA-3851b](#): Vehicle Extended Rental Cost Analysis
- [DOA-3852](#): Donated Vehicle Request
- [DOA-3853](#): Emergency Vehicle Replacement Request

# Back by Popular Demand...



The following tools are not new, but are still in high demand so if you haven't seen them before, check them out!

- [RFB Template](#)
- [RFB Checklist](#)
- [RFP Checklist](#)
- [RFB Process Map](#)
- [RFP Process Map](#)



# Questions?

*Thank you for participating!*

